

Request for Qualifications for Engineering Services

The Town of Heidelberg requests Statement of Qualifications (SOQ) from qualified firms or individuals to provide engineering services for work related to planning, engineering, and implementation of water, sewer and/or other infrastructure projects with funding from The American Rescue Plan Act and/or other Federal and State funding.

You are invited to submit SOQ, in accordance with this RFQ to the Town of Heidelberg, P. O. Box 372/ 114 West Park Street, Heidelberg, MS 39439-0372 no later than **10:00 a.m. on January 5, 2023**. The Consultant Engineer will be responsible for performing all planning, engineering and implementation services through project closeout in accordance with federal, state, and local laws, regulations and policies. The scope of work includes but is not limited the following: 1) prepare preliminary cost estimate and preliminary engineering report; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to the Town of Heidelberg and approve all payment requests. The Town of Heidelberg is an Equal Opportunity Employer. The Town of Heidelberg encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit SOQ.

All SOQ must be submitted in a sealed envelope and marked with the following language: "Statement of Qualifications for Consultant Engineering Services." Statement of Qualifications will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail: Qualifications – List of qualifications of person to be assigned to project; Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects; Capacity for Performance – Identify the number and title of staff assigned to provide services. The Town of Heidelberg will evaluate each SOQ. The Town of Heidelberg-reserves the right to reject and/or all SOQ. The Town of Heidelberg will award a contract with the qualified individual or firm whose SOQ has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to The Town of Heidelberg and other factors considered.

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